



# Engineer *Safety* Gram

Engineering the Edge for Safety *Excellence*



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## Hazard Free Housekeeping for Your Work Area

Jobsite housekeeping is part of your job no matter what type of work you do. Keeping your work area clean and tidy helps avoid jobsite accidents including falls, fires, cuts, and chemical exposures.

### Follow these tips for safe jobsite housekeeping:

- ◆ Keep all materials and equipment in their proper storage places when they are not in use.
- ◆ Do not keep tools and equipment around if you do not need them. Return unnecessary tools to the tool crib and materials to central storage areas.
- ◆ Store tools safely to prevent injury. Blades should be covered. Do not leave tools where they could fall off a bench.
- ◆ Keep traffic areas such as aisles clear and free of stored materials and scrap.
- ◆ Make sure entryways and traffic lanes are dry and free of ice, water, and grease.
- ◆ Do not allow obstacles such as cables and hoses to cross traffic areas. These create unnecessary tripping hazards.
- ◆ Keep emergency equipment in good condition and free of obstacles. Do not allow anything to block access to emergency exits, fire extinguishers, fire hoses, fire sprinklers, safety showers, eyewashes, or first aid equipment.
- ◆ Maintain electrical equipment. Keep cords untangled and away from heat and moisture. Whenever possible, have permanent wiring installed instead of using extension cords.
- ◆ Close drawers and cabinet doors promptly. Many serious accidents have occurred when someone tripped over an open drawer or slammed into an open storage cupboard door.
- ◆ Clean up spills immediately. Know what to do in case of a chemical spill.
- ◆ Keep chemicals in properly labeled containers and keep them closed when not in use. Know where to find the Material Safety Data Sheet (MSDS) for any chemical you use. Keep only the amount of chemical you require in your work area.
- ◆ Keep trash and scrap cleaned up and thrown away. Oily rags must be disposed of in approved covered containers.
- ◆ Empty trash and scrap containers frequently.
- ◆ Repair or report any hazards such as loose tile or carpeting, loose stairs and holes in the floor.
- ◆ Keep windows and light fixtures clean to improve lighting. Replace burned out light fixtures promptly.
- ◆ Watch for surfaces with splinters and have them sanded down.
- ◆ Never store heavy objects out of sight in an overhead location.
- ◆ Confine your eating and drinking to the lunch area. Smoke only in designated areas.
- ◆ Keep walls and work surfaces free of excess paper. Have a system for posting and dealing with phone messages. Keep addresses and other notes in a simple filing system to keep them off your work surface.
- ◆ Keep emergency numbers posted at each telephone. The street address and telephone number of your work location should also be posted at each phone to assist anyone who might be calling for emergency help.



***The old saying about "a place for everything and everything in its place" sums up jobsite housekeeping!***